

~~CONFIDENTIAL~~

25X1X8

20 November 1951

CAREER SERVICE COMMITTEE

Working Group on EMPLOYEE RATING

Minutes of 5th Meeting, 14 November 1951, 10:00 a.m.

Present:

25X1A9a

1. The minutes of the fourth meeting of 7 November were read and accepted as corrected.

25X1A9a

2. *Consultant to the Career Service Committee*
[redacted], a new member of the Office of Training, was introduced to the working group.

25X1A9a

3. [redacted] reported on AEC and their method of employee rating. To meet the Civil Service Commission's requirements for reduction in force procedure the AEC requires a statement from the employees' supervisors concerning the employees' performance on the job. This statement is submitted on a 12 or 18 month basis depending on when the employee is eligible for a *Keaspeck* promotion. This statement is as follows:

"John Doe meets (or exceeds) the requirements of his position."
or "John Doe does not meet the requirements of his position."

This procedure meets the Civil Service requirements for reduction in force procedure under the Veterans' Preference Act of 1944. Thus AEC in RIF procedure is limited to categories A.1. and A.2. only as those employees who would normally fall in A.3. and A.4. have been terminated from their rolls as unsatisfactory. Also, the five-point allowance for outstanding performance is eliminated. [redacted] moved that the working group accept the wording of the AEC to cover the current job performance as a factor in an employee evaluation system. The motion was carried unanimously.

25X1A9a

4. The group discussed the purposes to be served by an employee evaluation system and agreed that the primary purpose is to insure for the Agency and the employee the best use of his aptitudes, knowledge, skills and interests. Evaluation of these factors is the first step for planning a career development system. It was further agreed that

25X1A9a

~~CONFIDENTIAL~~

DEC 112	REV DATE 22 JUN 1951	TYPE 01
JUST 22	NEXT REV 2011	AUTH: HH 70-2

~~SECRET~~

~~CONFIDENTIAL~~

-2-

system designed to accomplish this end will automatically take care of points 6, 7, 8, 9 as listed in paragraph 4.a. of the minutes of the 4th meeting of this working group.

5. The group agreed (a) that the purposes of the employee rating as listed in paragraph 4.a. of the minutes of the third meeting apply equally to employee evaluation, and (b) that there must be free discussion between the employee and the supervisor during the preparation of the employee's evaluation.

6. The agenda for the 6th meeting will be items 1. and 3. of the basic directive to the working group.

7. The next meeting was set for 10:00 a.m. 21 November.

8. The meeting adjourned at 12 noon.

25X1A9a

~~CONFIDENTIAL~~

~~SECRET~~

~~CONFIDENTIAL~~